

**ADMINISTRATIVE  
INTERNAL USE ONLY**

6 JUN 1969

MEMORANDUM FOR: ALL Administrative Officers


SUBJECT : Non-Published Telephones - Long  
Distance Telephone Calls

1. The C & P Telephone Companies of Washington and Virginia recently notified this Agency that they will no longer continue their practice of deleting charges without conducting further investigations for long distance calls which we are unable to identify. They have advised that the majority of long distance calls are now being placed by direct-distance dialing and charges are recorded by automated accounting equipment. Therefore, the only billing error which might occur would be as a result of incorrect wiring of their equipment.

2. This change by the Telephone Companies makes it imperative that each office maintain a complete and accurate log record of all calls placed from non-published telephones. Incoming collect calls should also be recorded in the log. This record keeping will insure that a thorough audit of the long distance monthly invoice can be conducted, the invoice certified, and returned promptly to the Telephone Facilities Branch of this Office.

3. Responsible officials of each component are again reminded that any exceptions (unidentified calls) noted by the using office on the telephone company invoice will automatically be deleted by the Telephone Facilities Branch, and this action will in turn initiate further investigation by the telephone companies, including contact with the called party to ascertain the correct subscriber.

4. Any inquiries regarding this subject should be referred to the Chief, Telephone Facilities Branch/LSD/OL on extension 5656.

  
Chief, Logistics Services Division/OL

25X1A

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LONG DISTANCE PHONE CALLS

Month of \_\_\_\_\_

Date                      No. Call  
                                    Made on:

Phone Call Made To:  
Name and Location

Phone No.

[illegible]

SECRET

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 45-5

LOGISTICS  
7 MAY 1969

MILEAGE PAYMENTS

1. Effective 1 May, reimbursement for mileage for the use of privately owned vehicles for official business in the Headquarters area will be allowed at the rate of 12 cents per mile. Flat rates established for travel to selected locations from the Westgate area are as follows:

Headquarters	—	\$1.20	Round Trip
Rosslyn Area		2.70	" "
National Airport		3.90	" "
Pentagon Area		3.40	" "

2. Mileage claims for local travel should be submitted on a monthly basis.

25X1A



Comptroller  
Office of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 45-4

LOGISTICS  
21 APRIL 1969

AGENCY SHUTTLE BUS SERVICE

On 23 April 1969 the Agency shuttle bus service to and from the [REDACTED] will be discontinued. 25X1A  
A memorandum to the Chief, Logistics Services Division, Office of Logistics, dated 16 April 1969 (OSA-0665-69, attached) designated certain individuals in Office of Special Activities to request transportation from the Motor Pool when needed. 25X1A

[REDACTED]  
Comptroller  
Office of Special Activities

Attachement

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification